# Special Item Number (SIN) and Contract Line Item Number (CLIN) User Interface (Form Entry)/File Upload Changes for Reporting in the FAS SRP

**Attention:** Effective November 1, 2018, the *SIN/CLIN* field will become a **mandatory** reporting element for transactional data reporting. New Excel Template: version:1.3.6 (will available for downloading effective November 1<sup>st</sup> and all Excel templates will be obsolete.

This handout will assist users with reporting the correct data fields, per the SIN Business Rule. This could be Products, Services and/or Both and must be filled out correctly. For the UI, there are two tables that could be shown: Products and/or Services.

When using the User Interface (UI), the contract will bring up the appropriate Table dependent upon the known *SINs* of the contract. Some *SINs* correlate to both Products and Services, and in these instances both tables will be shown for the corresponding SIN. <u>Please note that the supplier will need to identify the Transactional Line Item as either a Product or Service and only report it in the appropriate table.</u>

#### PRODUCTS Data Fields:

- 1. SIN/CLIN: exact match to contract in eOffer/eMod; also designated on the contract (CLIN)
- 2. Description of Deliverable: this information can normally be found on the invoice
- 3. Manufacturer Name: exact match to contract in eOffer/eMod
- 4. Manufacturer Part Number: exact match to contract in eOffer/eMod
- 5. Universal Product Code (UPC): not mandatory
- 6. Unit of Measure: this information can normally be found on the invoice. Please use the codes provided on page one of the Template
- 7. Quantity of Item Sold: this information can normally be found on the invoice
- 8. Price Paid per Unit: this information can normally be found on the invoice
- 9. Total Price Paid: this information can normally be found on the invoice
- 10. Non-Federal Entity: select from the drop-down for available choices. Also refer to template instructions.

#### SERVICES Data Fields:

- SIN/CLIN: exact match to contract in eOffer/eMod; also designated on the contract (CLIN)
- 2. Description of Deliverable: this information can normally be found on the invoice. If it's a Professional Service, please provide details on the type of professional service, and corresponding level. For example: Engineer level 1 vs. Engineer level 3, etc.

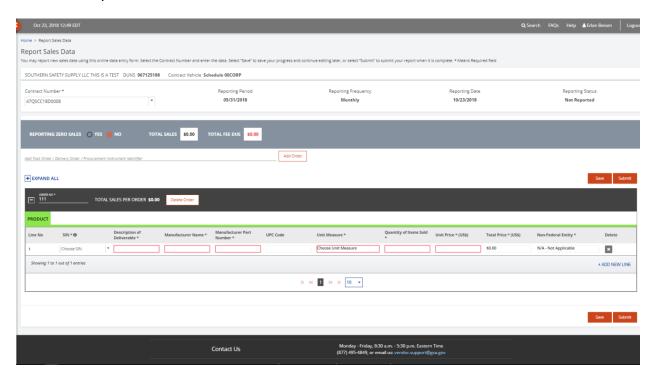
- 3. Unit of Measure: this information can normally be found on the invoice. Please use the codes provided on page one of the Template
- 4. Quantity of Item Sold: this information can normally be found on the invoice
- 5. Price Paid per Unit: this information can normally be found on the invoice
- 6. Total Price Paid: this information can normally be found on the invoice
- 7. Non-Federal Entity: select from the drop-down for available choices. Also refer to template instructions.

Note: Each mandatory data element is outlined in Red per the reporting Table. Please remember that the system will not accept empty or blank rows, and these should be deleted from the tables by click on the "delete" button on the right side of the row.

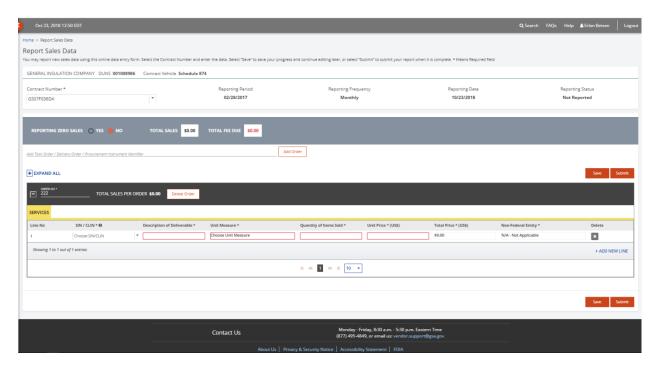
If at any time the row is not completed by either Products or Services, the system will provide an error message. Once the items have been corrected, then you should be able to resubmit.

The following tables are provided:

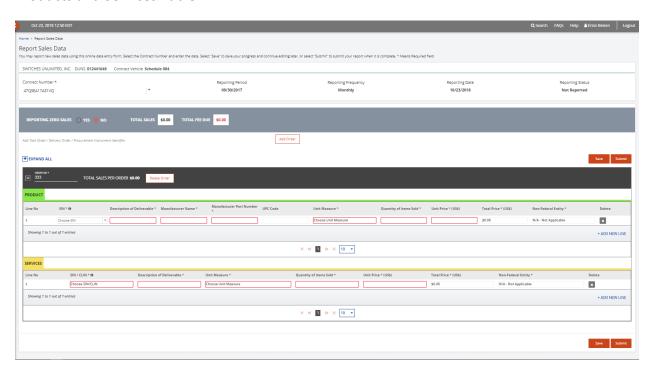
#### Products Only Table:



# Services Only Table:



## **Products and Services Table:**



**NOTE:** This mention behavior is the same for reporting via the Upload Feature and reporting mandatory elements per Products and Services are enforced. The Upload feature is only available at the Transactional Data Reporting Level

## **Quarterly Reporting:**

**Note:** All fields with a \* must be filled in even if it is zero.

